Utah STATE OFFICE of Education

SIS 2000+

Food Service

USOE
SIS 2000+
Food Service
On the Web

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Auto-Serve – Assigns meal item after student number has been entered.

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Food Service

Food Service Permissions

Setup permissions in **Control Master** for **Food Service Personnel**

Control Master

Two groups should be created:
Food Service Admin and Food Service

Food Service Admin will have all permissions except **Free/Reduced Meal Applications**
Contact Application permission assigns the permission to Contacts (parents/guardians)
to login on the web and submit an application for eligibility online.

Food Service Admin Permissions

Food Service Permissions – for Food Service Workers (Cashiers, etc.) will have less permission than Food Service Admin.

Settings – Select View all students in user's track(s) for all food service personnel.

Student Mailing Label Permissions

Select: Group Permissions – Enrollment / Select: Reports / Student Mailing Labels

Contacts - Parents /Guardians - Application permission assigns the permission to Contacts (parents/guardians) to login on the web and submits an online application. (Optional)

When a parent submits an application – Food Service Personnel will see it in Manage Applications
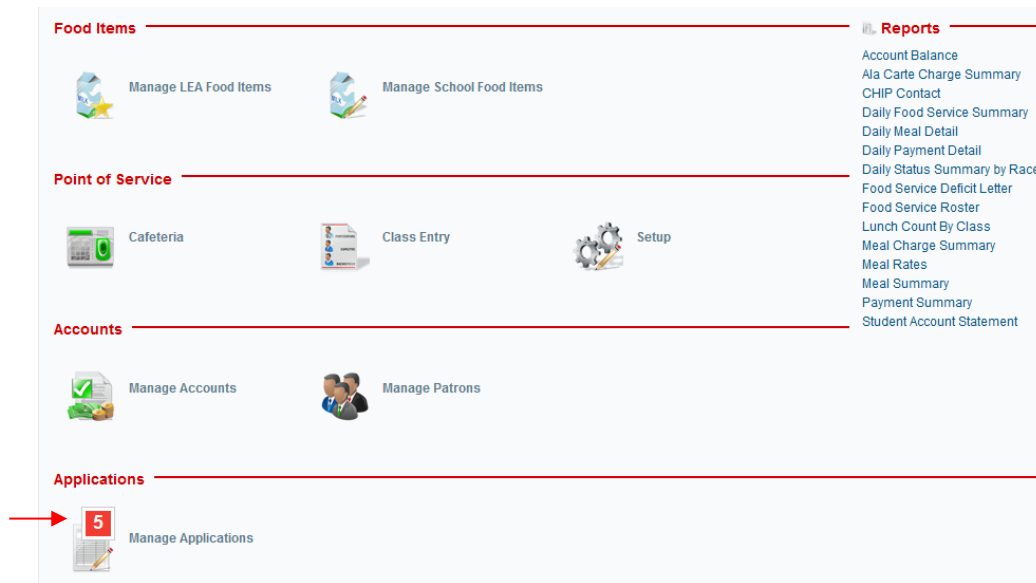
Food Items
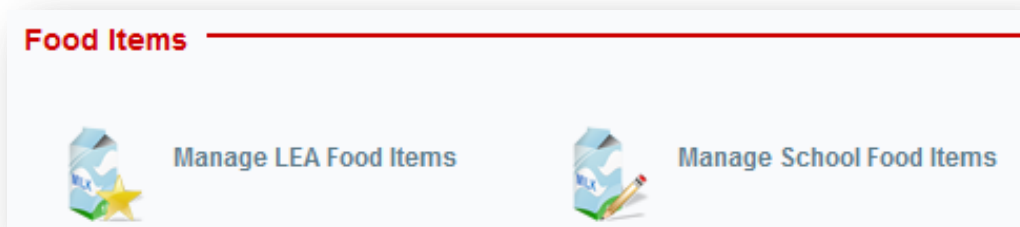
Manage LEA Food Items Application - **Create New Food Items or New A la Carte Items.** **Food Service Admin access -**

> **This access is administrative level management for school(s).**
> **This access can also be used to edit several schools at once.**

Manage School Food Items **Application - select existing Food Items and A la Carte Items for individual schools created in the Manage LEA Food Items application but, cannot create new items.**

Food Service Definitions -

Food Type: **Breakfast / Lunch**,

Consumer Type: **Student / Adult/ Child**

Pay Type: **Free / Reduced / Full / Non-Reimbursable / Worker**

Symbol Definitions:

     Pencil – edit

     $ Sign – Edit – (Change Current Rates)

     Advanced Rate Editor

     Stop Serving Item

     Deletes the transaction

Manage LEA Food Items – Administrative Level -
Add Meal -
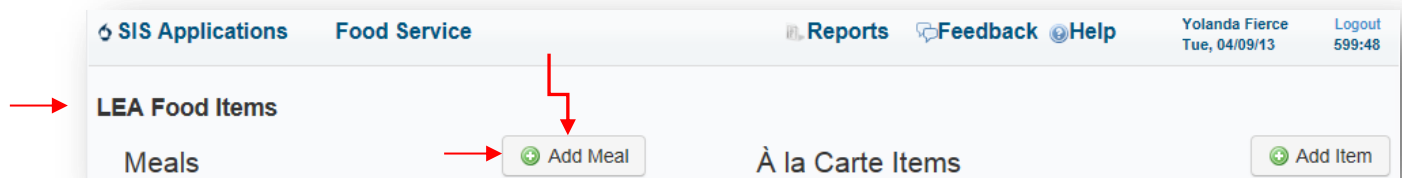
LEA Meal Rates:

Free Rate-Students who qualify for free meals - charged 0.00

Reduced Rate - Students who qualify for reduced meals - charged reduced rates

Full Rate– Students charged **Full meal prices**

Non-Reimbursable Rates- second meal rates for students, faculty, child, worker, or patrons. Non-Reimbursable meals can include the full meal price amount **plus** the cost to prepare the meal. This is an optional field. If you do not serve second meals, just leave the rate at 0.00.

Worker Rate - worker rate (Non-Reimbursable) - optional field

Manage LEA Food Items - Add Meal (s) - Breakfast / Lunch

Title - Breakfast (setup only if your LEA serves breakfast)
Rates: Add your LEA (school) Rates for each Consumer Type: Student / Adult/ Child and Worker - SAVE

Title - Lunch

Rates: Add your LEA (school) Rates for each Consumer Type: Student / Adult/ Child and Worker - SAVE

Apply Meal and Rates to individual schools by selecting them and Save >>

After Adding – Meal(s): Breakfast / Lunch

the number of schools assigned meal items - Breakfast / Lunch will be displayed.

Breakfast - 29 schools serve Breakfast item– if you have 1 school (charter) – 1 will display
Lunch- 29 schools serve Lunch item - if you have 1 school (charter) – 1 will display

Meal: Breakfast - **Meal: Lunch**

Lunch

29 schools – Selecting the words **28 Schools** expands the list of schools and displays the schools serving the Breakfast / Lunch meal items.

Rates: Selecting the word **Rates** will expand and display the individual school rates. This gives an easy view to check rates for each school.

Manage LEA Food Items - A la Carte Items -

Select: Add Item
Add – Title: Milk

Is Milk -check - Is Milk -when item is a milk item
Add – Rate
Apply Rate to: Select Schools to add the Item and Rate to: SAVE

Add Item ✕

Title

Milk

☑ Is Milk

Rate

0.30

Apply Rate To ✔ All

☐ Alfredo Elementary School
☐ Andrushko Elementary School
☐ Bachler Smith Elementary School
☐ Cipares Elementary School
☐ Cipares Elementary School
☐ Covington Preschool
☐ Damien Elementary School
☐ Dehaan Canyon Elementary
☐ Dunbar High School
☐ Edgmon High School
☐ Frohm Canyon Elementary School

« Cancel   Save »

Continue adding more A la Carte Items ………..

After Adding – A la Carte Items -

the number of schools assigned a la carte items will be displayed.

33 schools - Selecting the words **33 schools** – expand the list of schools and displays what schools are serving the a la carte item.

Manage LEA Food Items - Edit by school - Rates for meals –

Select: Breakfast / Lunch: Select **$ - symbol - will allow you to edit all Food Types, Consumer Types, Pay Types and select all schools in one edit.**
Be cautious with this edit.

Enter New Rates Effective Date

Heads Up: The new rates will apply to the school(s) selected below.
- All rates after the effective date selected will be changed to the new rates
- The account transactions and balances will automatically be adjusted to reflect the new rate

Warning

Change Current Rates for Lunch ×

Apply Rate To ✔All

- ☐ Alfredo Elementary School
- ☐ Andrushko Elementary School
- ☐ Bachler Smith Elementary School
- ☐ Barcatta Home Study
- ☐ Bauchman Home Study
- ☐ Beniard Elementary School
- ☐ Blackham Elementary School
- ☐ Bosen Home Study
- ☐ Brigham Jr High School
- ☐ Chang LaoLao Community Learning
- ☐ Cipares Elementary School
- ☐ Cipares Elementary School
- ☐ Covington Preschool

« Cancel   Save »

Calculator Icon – edit's rates at an individual school level.

Stop Icon – stops serving the item selected at the individual school level.

Meals   ⊕ Add Meal

Breakfast   ▫ 29 schools |

Lunch   ▫ 29 schools |
Alfredo Elementary School   ▫ Rates |

Manage School Food Items

Managing Food Items on an individual school level.
Select: **Food Items for** – school name - (individual school)
If you only have one school in your LEA (charter) – select it.

Start serving meal not listed: A new meal can be added to this school **Ouellette High School**

Example: If this school didn't have lunch added, a user could add that, now.
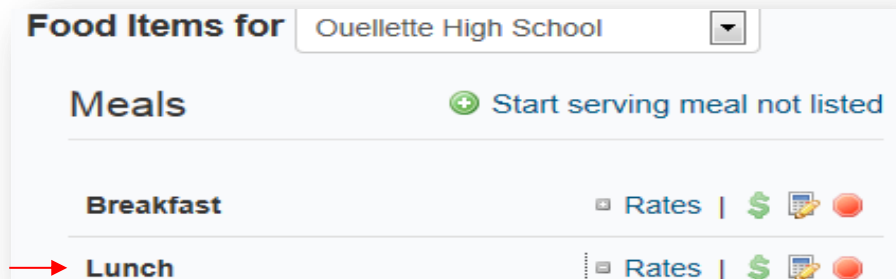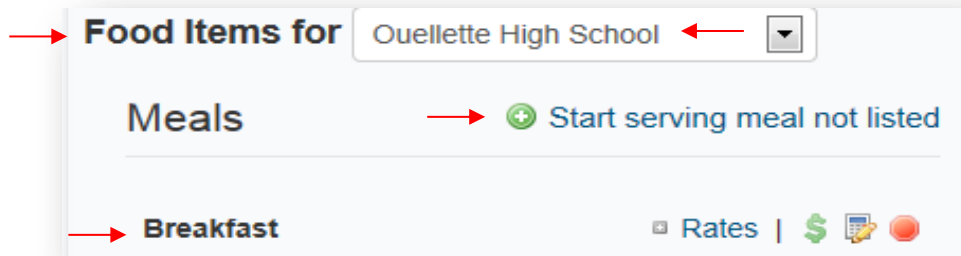
Manage School Food Items - A la Carte Items -

Start serving item not listed: A new a la carte item can be added to this school **Ouellette High School.**

Select a new a la carte item from the drop-down list
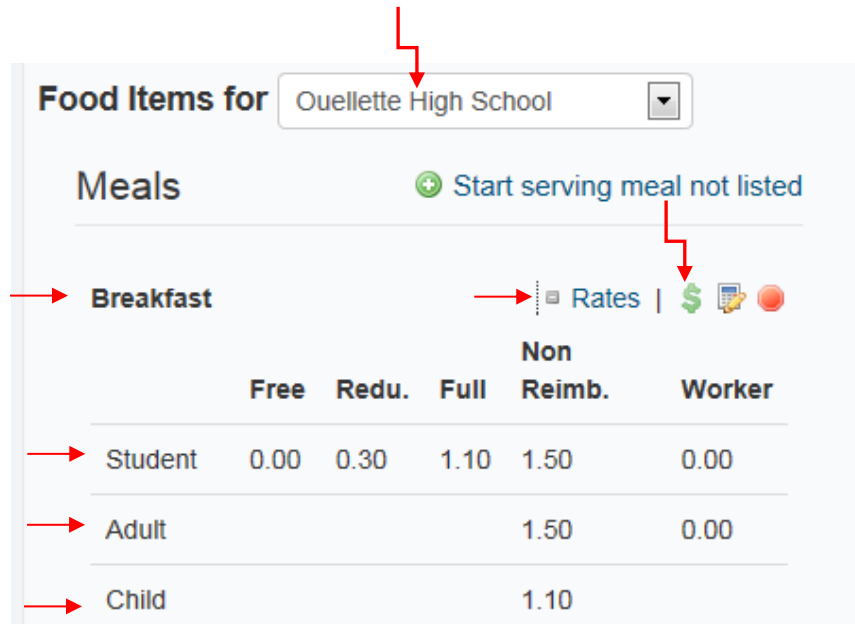
Manage School Food Items - Add or change a Rate for a food item for one school.

Select: Meal Item (Breakfast / Lunch) to change the Rates for –

Select: **Rates**
Select: 💲 (**$ Sign**) **– to edit or change current rates for a student, adult, child or worker**
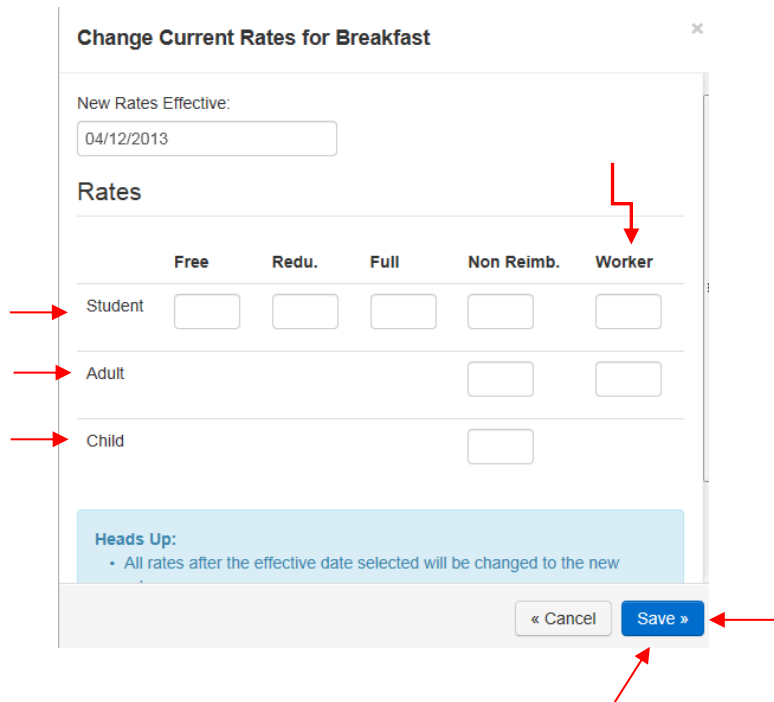
Food Items for Ouellette High School

Meals   ⊕ Start serving meal not listed

Breakfast   ▫ Rates | 💲 📝 🔴

	Free	Redu.	Full	Non Reimb.	Worker
Student	0.00	0.30	1.10	1.50	0.00
Adult				1.50	0.00
Child				1.10	

Save -

Change Current Rates for Breakfast   ×

New Rates Effective:
04/12/2013

Rates

	Free	Redu.	Full	Non Reimb.	Worker
Student	___	___	___	___	___
Adult				___	___
Child				___	

Heads Up:
• All rates after the effective date selected will be changed to the new

« Cancel   Save »

Manage School Food Items / A la Carte Items –
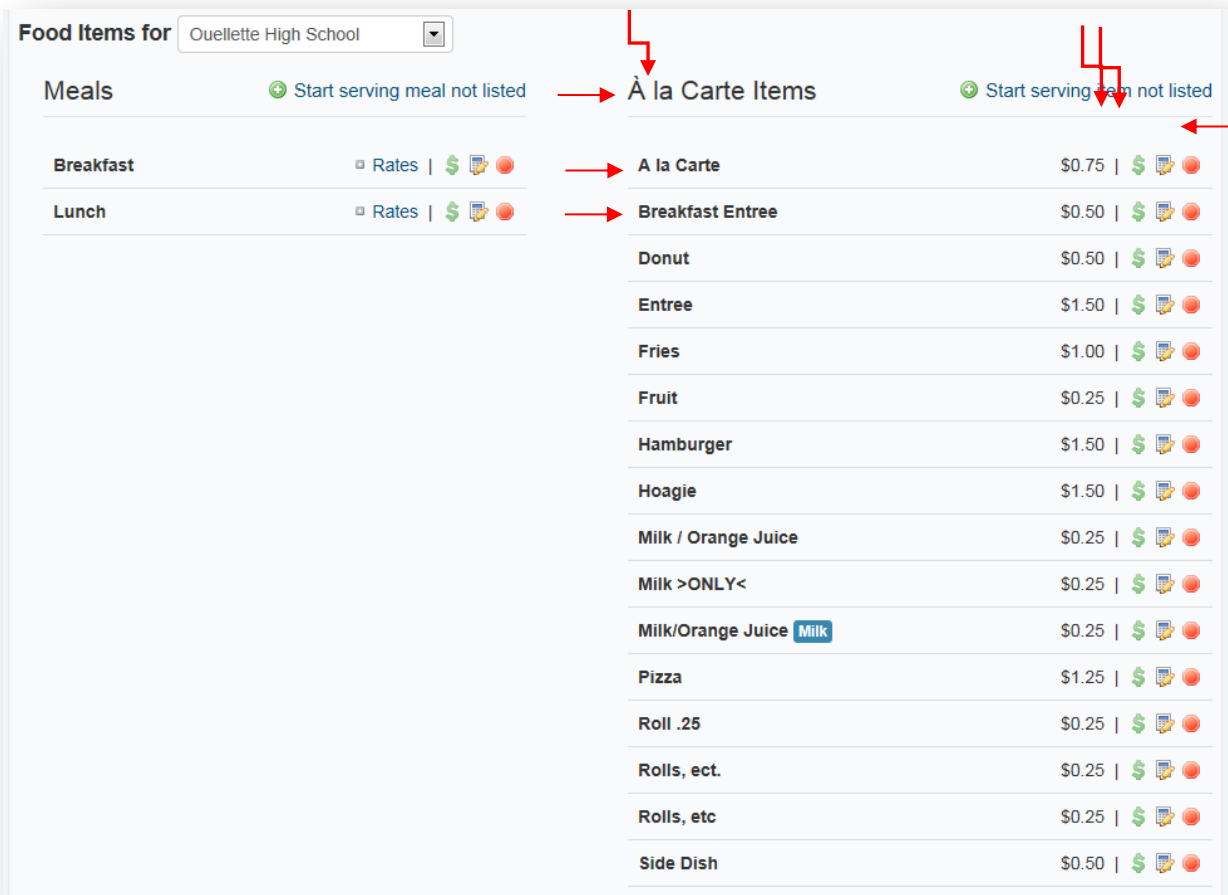
Add or change a Rate for one school.

Select: the **A la Carte Item** to change the Rate for –

Select: **$ ($ Sign) – to edit or change current rate**

Calculator Icon – edits rates to end a rate.

Stop Icon – stops serving the item.

Point of Service (POS)

Setup

Setup Configurations for using Cafeteria

Select: Add Configuration –

Setup cafeteria for breakfast –

Configuration Title – Breakfast (only setup breakfast if the LEA will be serving breakfast. If not, skip down to lunch setup – page 25).

Add:
Configuration Title – Breakfast
Tab 1 Title – Items
Meal – Breakfast – (select from drop-down list)
Default Line – (Optional) – this is when the same line is always selected for the meal.

Auto Save (optional) – Select this if you want this meal transaction to automatically save to the student account when going through the cafeteria line. Most users will only set this if they use a barcode reader to scan in student ID #s for breakfast.

Details

Tabs

Configuration Title

Breakfast

Meal

Breakfast

Default Line

A la Carte

☐ Auto-Save

Items

Tab 1 Title   Tab 2 Title

Items

Tab 3 Title   Tab 4 Title

Tabs are added here.

⊕ Click to Add	⊕ Click to Add	⊕ Click to Add	⊕ Click to Add	⊕ Click to Add	⊕ Click to Add
⊕ Click to Add	⊕ Click to Add	⊕ Click to Add	⊕ Click to Add	⊕ Click to Add	⊕ Click to Add

Cafeteria Breakfast Setup

Setting up cafeteria buttons for breakfast –

Select: Click to Add

Add Cafeteria Button:

Food Item: Breakfast (select from the drop-down list)
Line 1 and Line 2 - You can type what you want to display on your cafeteria buttons for the food service personnel.
Select: Background Color
Select: Text Color or leave it black
Select: Auto Serve Item (optional) – this will automatically charge (serve) the student this item in the Breakfast line but, doesn't automatically save the item until you save.
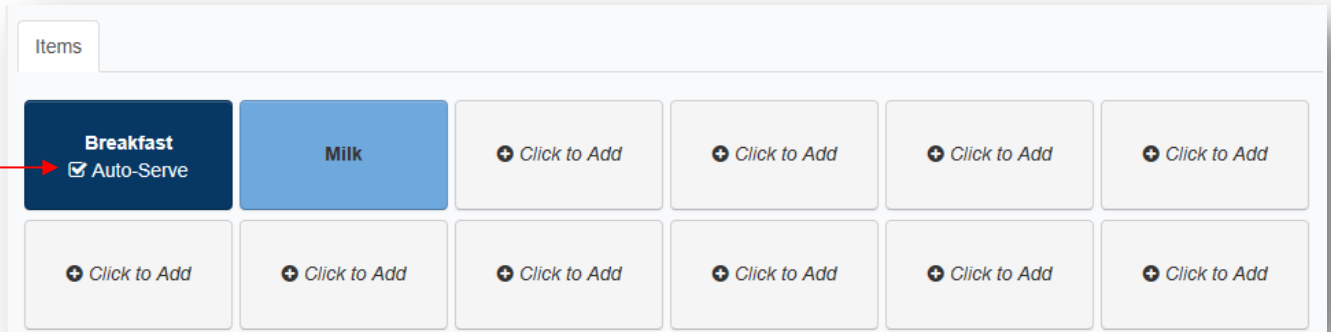
Select: O.K. to save

Auto Serve – Assigns meal item after student number has been entered.
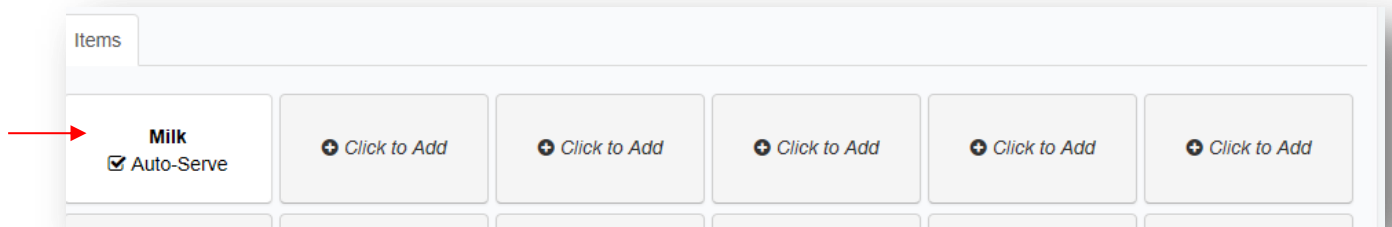
Repeat these steps adding all food items for Breakfast.
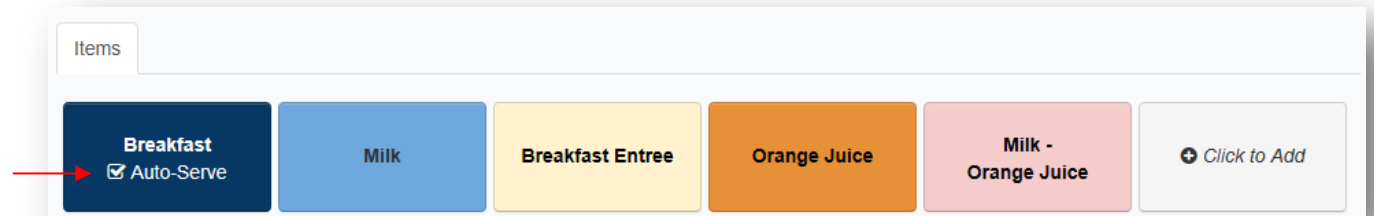
Examples of different types of cafeteria setups for breakfast-

Milk Only -

More Breakfast Items-

Cafeteria Lunch Setup -

Configuration Title – Lunch
Tab 1 Title – Items
Meal – Lunch – (select from drop-down list)

Auto Save (optional) – Select this if you want this meal transaction to automatically save to the student account when going through the cafeteria line. Most users will set this if they use a barcode reader to scan in student ID #s for lunch.

Setting up cafeteria buttons for Lunch -

Select first button to add an item to:

Select: Click to Add

Cafeteria Lunch Setup –

Add Cafeteria Button:

Food Item – Lunch (select from drop-down list)
Line 1 and Line 2 - You can type what you want to display on your cafeteria buttons for food service personnel.
Select: Background Color
Select: Text Color or leave it black

Select: Auto-Serve Item (optional) – this will automatically charge (serve) the student this item in the lunch line but doesn't automatically save the item.

Select: O.K. to save

Cafeteria Lunch Setup –

Repeat this step to add all food items for serving in your Cafeteria lunch lines.

Auto-Serve – Assigns meal item after student number has been entered.

Auto Save – Saves meal item after student number has been entered. Students won't need to select enter on the keyboard. Auto Save behavior is used for scanning student barcodes.

Setup

Cafeteria setup Configurations

Copy Configuration to Other Schools

After setting up one configuration – users can copy the configuration to all schools or schools they individually select.

Select: Copy Configuration to Other Schools

Overwrite existing Configuration with the same title – selecting this option will overwrite only exact title names at the schools selected.

Copy To ☑ All

Copy To:
Select all schools to copy the configuration to:

Copy Lunch Configuration   ✕

New Title:

Lunch

☐ Overwrite existing Configuration with the same title

Copy To ☑ All

☐ Alfredo Elementary School
☐ Andrushko Elementary School
☐ Bachler Smith Elementary School
☐ Barcatta Home Study
☐ Bauchman Home Study
☐ Beniard Elementary School
☐ Blackham Elementary School
☐ Bosen Home Study
☐ Brigham Jr High School
☐ Chang LaoLao Community Learning
☐ Cipares Elementary School

« Cancel   **Copy »**

Select: Copy - and then Save >>

Lunch ☑ Auto-Serve	Milk	Entree	➕ Click to Add	➕ Click to Add	➕ Click to Add
➕ Click to Add	➕ Click to Add	➕ Click to Add	➕ Click to Add	➕ Click to Add	➕ Click to Add
➕ Click to Add	➕ Click to Add	➕ Click to Add	➕ Click to Add	➕ Click to Add	➕ Click to Add

« Cancel   **Save »**

Point of Service (POS) – Low Balance Alerts

Setup   **Cafeteria setup Configurations – Optional Settings**

Low Balance Alert - Alerts when a student's meal balance is below entered amount. Warning – when a Student has a low balance -

Minimum Balance Restriction - Alerts when a student's meal balance is below entered amount.   Sets a minimum amount allowed for all accounts.

Remaining Meal Count Alert – Alerts when meal count is below the entered amount.

Class Entry Period – Select the Class period for meal Entry.

Show Class Entry Photos (Class Entry Screen) – users can select whether to show student photos or not to show student photos on the Class Entry Screen.

Point of Service (POS) – Entering Low Balance Amounts

Setup   Cafeteria setup Configurations – Optional Settings
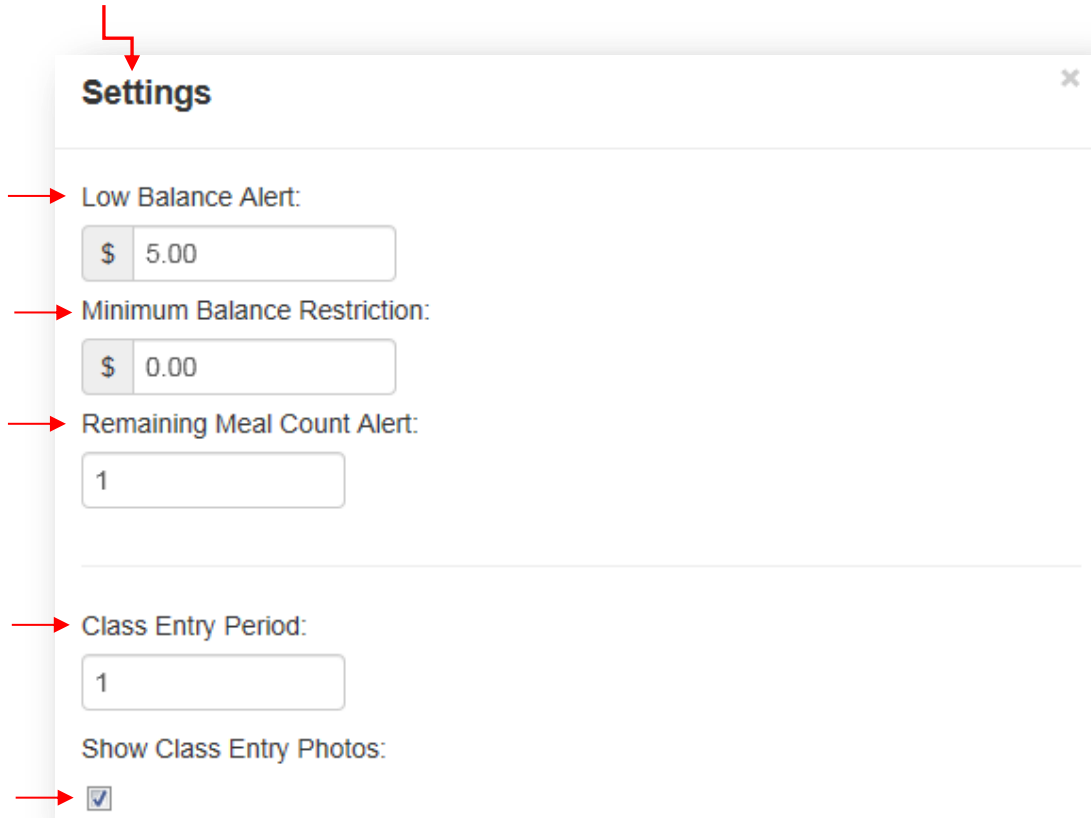
Low Balance Alert - Alerts when student's meal balance is below entered allowed amount ($5.00).

Minimum Balance Restriction - Alerts when a student's meal balance is below the entered allowed amount (0.00).

Remaining Meal Count Alert – Alerts when meal count is below the entered allowed amount (1).

Class Entry Period (1) – Select the Class period for meal Entry.
Show Class Entry Photos – users can select whether to show student photos or not to show student photos.
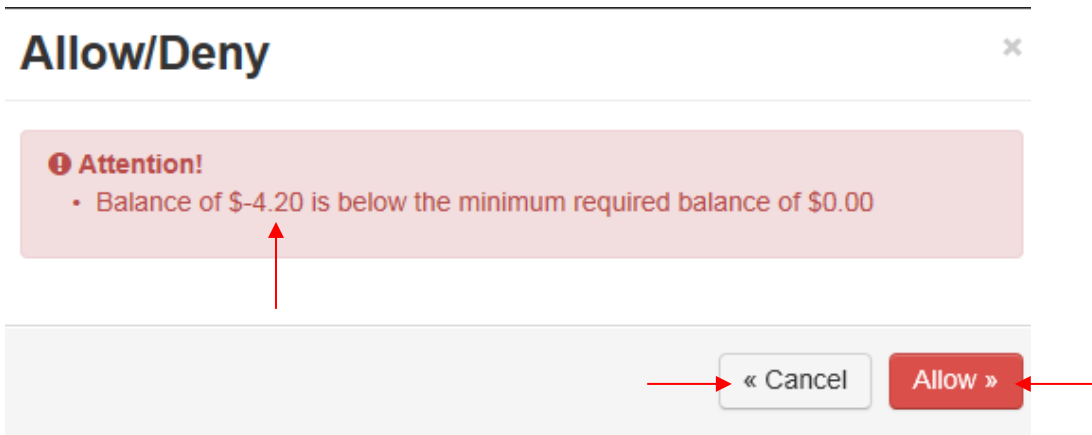
When students are below the amounts entered in the alert fields, an alert will be displayed and users can Cancel (deny) the transaction or Allow the transaction.

Point of Service (POS)
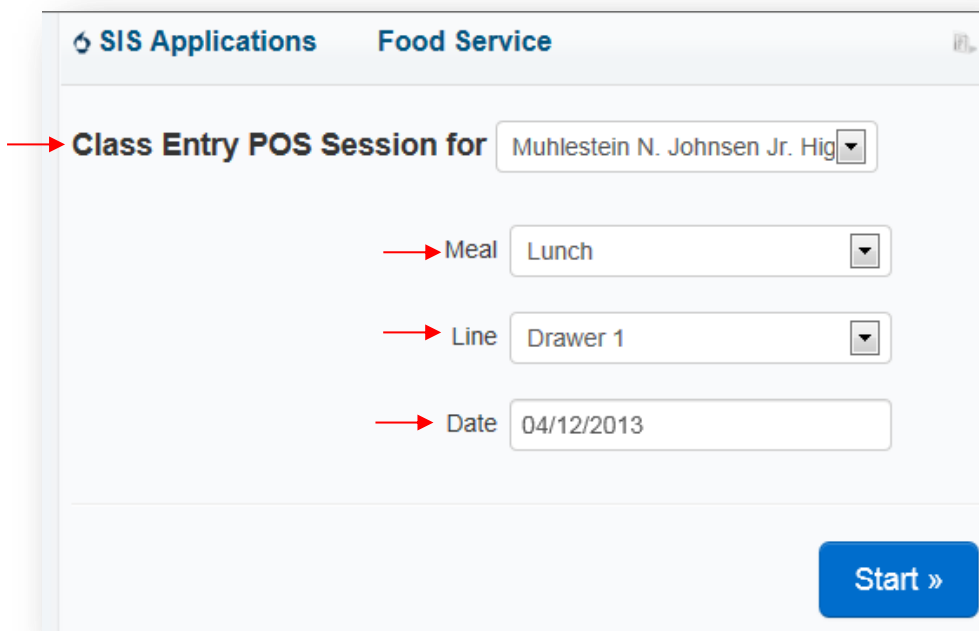
Class Entry - **Meals can be entered by class**

Select: Cafeteria POS Session for Meal: Breakfast or Lunch
Select: Line (this is where the meal transactions will be recorded)
Select: Date – (default - today's date)

Select: Start

Select: <<Select a Teacher>>

<<Choose an Item>> – Saving is not necessary on this web page.

Item to serve to all: --- can be selected and Serve All will assign the item to the list of students.

Low Balance – Warning – student's account is low.

Below Min. Bal – Student's account is below the allowed minimum balance

Undo – removes the item selected and isn't saved to the student's account.

Point of Service (POS)
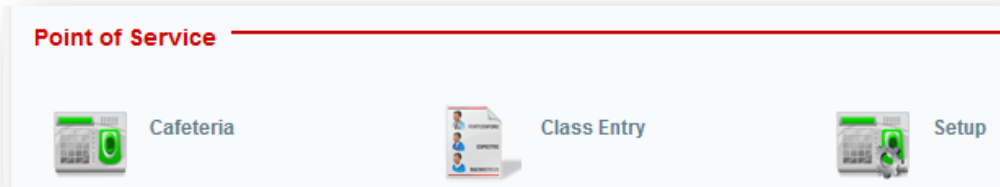
Cafeteria

Cafeteria POS Session

School Food Service Personnel will login to - Cafeteria -

Cash Drawer: is now referred to as – Line:

Old - FoxPro View   **New – Web View**

Cafeteria

POS Configuration for: Breakfast or Lunch

Select: Cafeteria POS Session for: Breakfast or Lunch
Select: Line (this is where the meal transactions will be recorded)
Select: Date – (defaults today's date)
Select: Auto Save Item - Breakfast or Lunch -
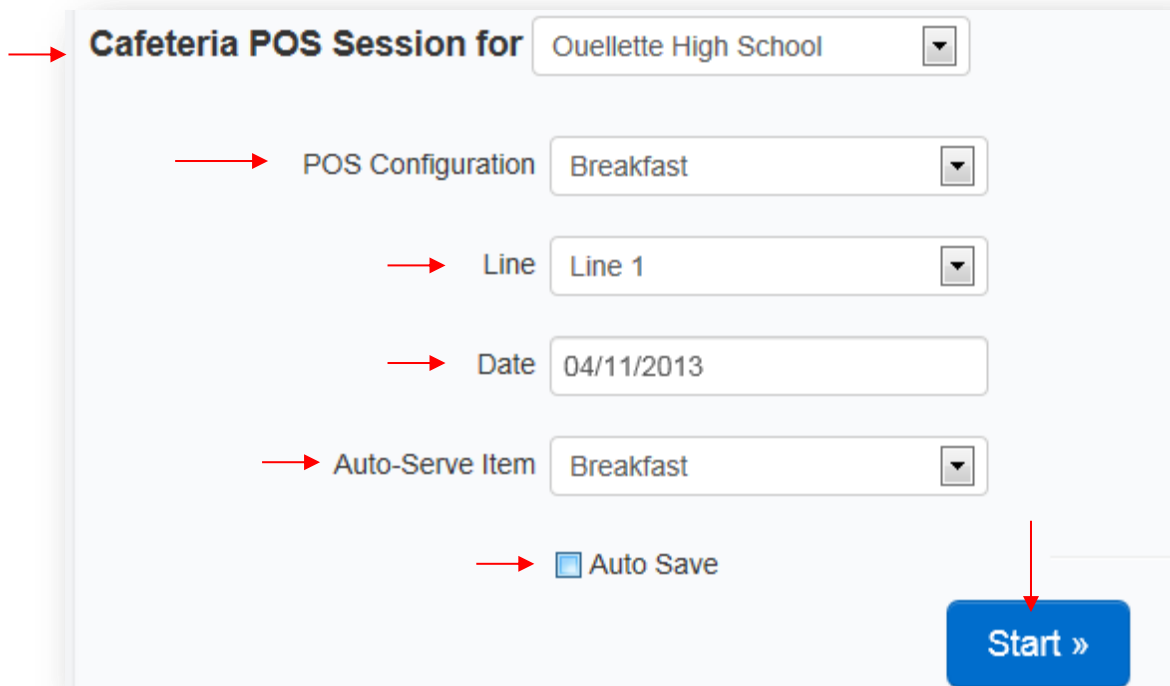
> **Auto Save – Saves meal item after student number has been entered.**
> **(**Students won't need to select enter on the keyboard.
> Auto Save behavior is used for scanning student barcodes).
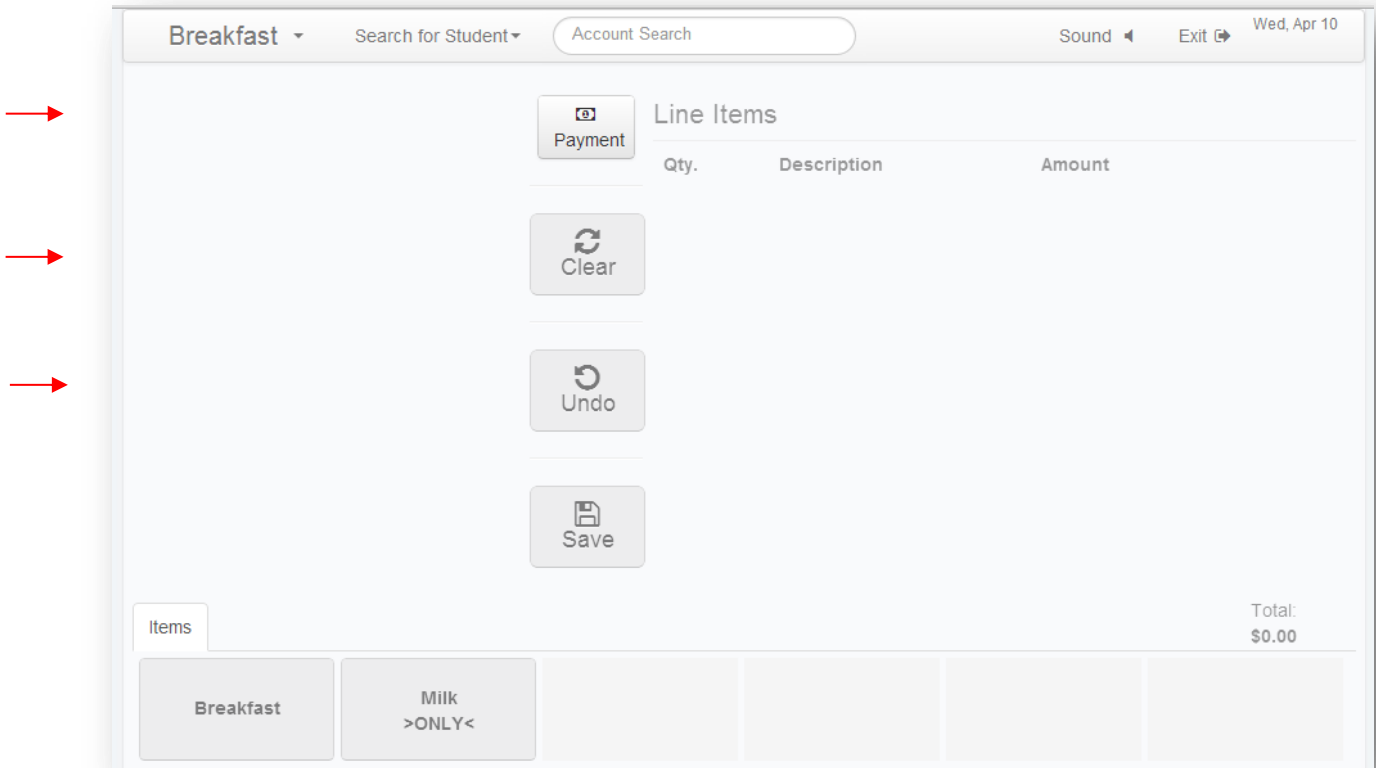
Auto Save (optional) – Cafeteria Personnel can select Auto Save or not select Auto Save on each line selection before they start serving -

Select this if you want this meal transaction to automatically save to the student account when going through the cafeteria line. Most users will only set this if they use a barcode reader to scan in student ID #s for breakfast.

Select: Start

Cafeteria serving line Screen -

A cafeteria blank screen opens -

Selecting the word Breakfast/ Lunch will open a drop-down menu to Change Configuration or Exit Cafeteria – School Name /Line and Time Displays
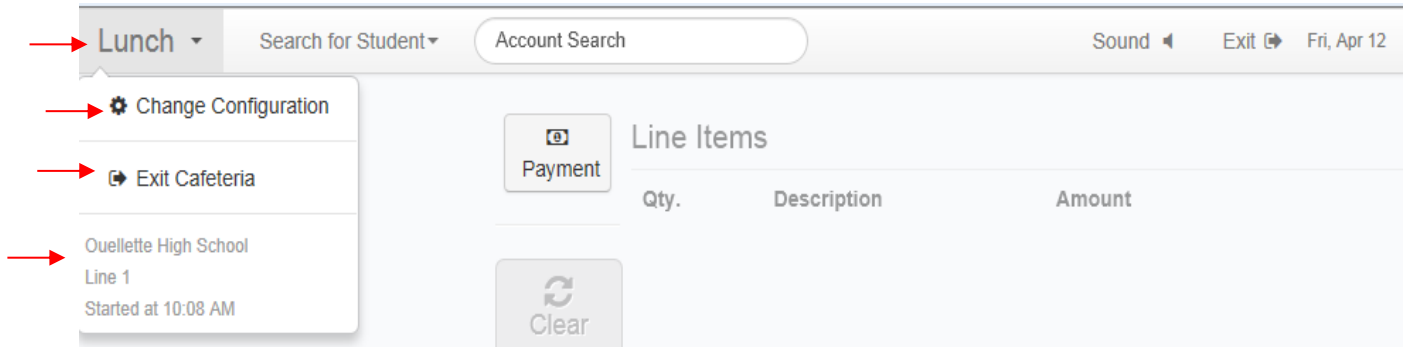
Selecting - Search for Student will open a drop-down menu to change from Student to Faculty or Patron Search –
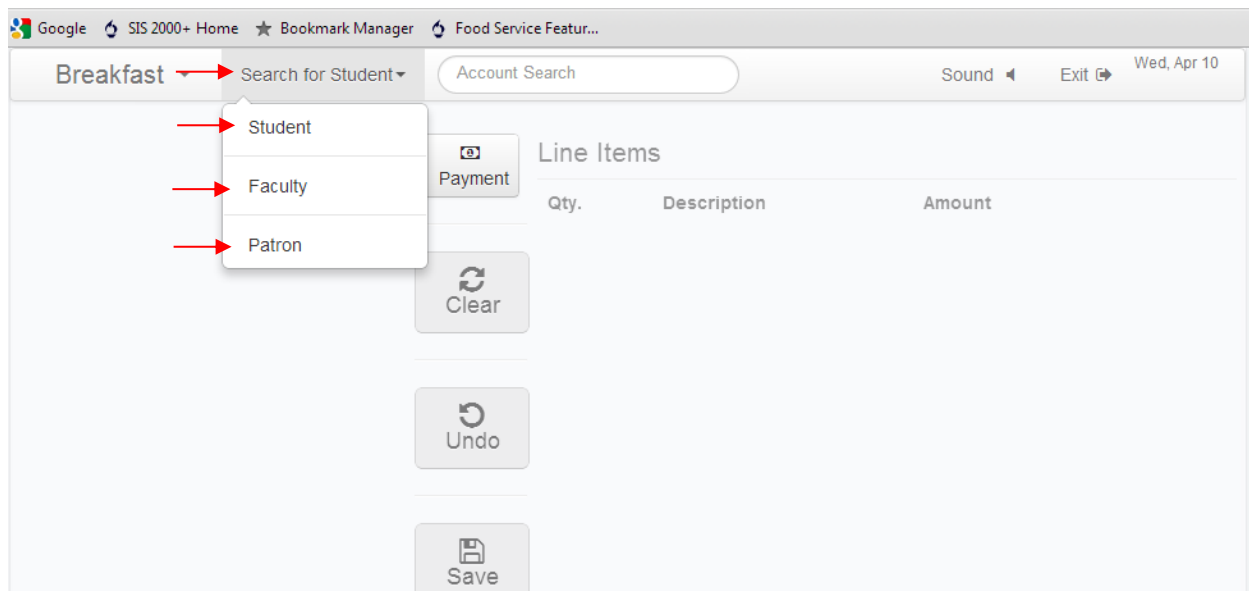
Search for Student - Typing in the last name of a student and hitting the Enter key on the computer keyboard will bring up the student.
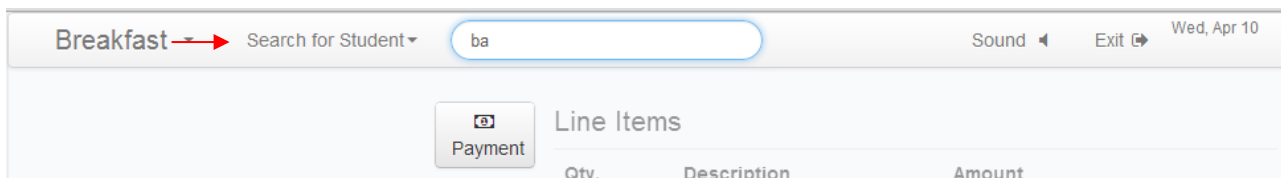
or

Typing in a student number and hitting the Enter key on the computer keyboard will bring up the student.

Cafeteria Screen

Serving Breakfast / Lunch-

Auto-Serve has already assigned this Breakfast Item to the student.
No meal amount is displayed. Student is charged the meal amount the student's meal status is assigned: FREE Rate, REDUCED Rate, or FULL Rate.

If student's meal status is:
Free Rate – no charge is applied to the student' account after saving the transaction.
Reduced Rate – Reduced Rate will be applied to the student's account after saving.
Full Meal Rate – Full Meal Rate will be applied to the student's account after saving.

Line Items – Displays food items assigned to the student.

Qty – 1 - number of items
Description – Breakfast
Amount – Meal (student was charged the amount LEA has set for meal amount in the rates).

The breakfast item listed has not been saved until the Save button has been selected, so the meal charge has not been applied to the student's account at this point.

To Save the Breakfast Meal – Select Save

To Delete the Breakfast Meal – Select Delete - and the breakfast item will be removed from the student.

To add a second breakfast – select the Breakfast button –

(a second breakfast will display in the list in red with the charge displaying)

and a notification below the student demographic information will display:

Second Meal **has been given.**

To add Milk – select the Milk button and milk will be added in the list with the milk charge displaying.

Clear – Removes the selected Student from the screen and doesn't charge the student the items.

Sound – select the date to show sound option - selecting the Sound will turn sound on and off. Sounds are played when a student's account has a low balance.

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Cafeteria Screen displays:

Student Name: Brianna Aarzola and ID - 23897
Photo
Grade Level: 12
Gender: F
Worker:
Balance: $89.00
Meals Remaining: 5

Depending on the amount setup for minimum balance –
Low Balance will display when the student is below the minimum balance -

Payment: - Cafeteria Screen

When the student has been selected in the cafeteria screen, users can add a payment by selecting the Payment Button and entering the $ amount for the student.

Enter payment amount and Save Payment.

If there is no student selected on the cafeteria screen – users can select the Payment button and it will take you to the Account screen.

Enter a student name or student number and Search.

Select the correct Account and enter the $ amount for payment.
Students Account
Faculty Account

Cafeteria Screen

Clear: **- Clears the student from the screen – removes the data and doesn't charge the student' account.**

Users can now search or enter a new student ID or name.

Cafeteria Screen

Undo - **If you have saved the meal transaction and decide to change the transaction and not apply it to the student's account, selecting Undo will remove the transaction and return you to the student screen with no account changes.**

You can now add a different transaction or select Clear and search for a new student.

Cafeteria Screen

Save - **Saves the transaction to the student's account displayed on the screen.**

Total: Displays the total amount of the added items displaying on the screen.

Cafeteria Screen

Delete - **Deletes the item from the student listed meal items and removes the charge on the student account.**

After deleting the items- even though you have removed the second meal, the second meal notification will not disappear. But, the second meal will not be charged to the student.

You can also exit the Cafeteria Screen by selecting Exit on the task bar:

Milk Only – Replace Meal will remove the auto served meal item with a Milk Only meal charge.

Counts – Meal Counts

Counts will display the meal count for the day for the line selected. (Date drop-down)

| Lunch ▾ | Student ▾ | ba | Adult | Child | Wed, May 15 ▾ |

📊 Counts
◀ Sound
➔ Exit

Johny Vinson 13364 «Account»

12

Gender: **M**
☐ 🍴 Worker
Balance: **$3.45**
Meals Remaining: **1**

⚠ Low Balance

◉ Payment

↻ Clear

↺ Undo

💾 Save

Line Items

Qty.	Description	Amount
1	Lunch	Meal

And can be printed

Line Counts for Lunch on 5/15/2013   ×

| | Student | | | Adult | | Child | |
Line	Reimb. Meals	Non-Reimb. Meals	Worker Meals	Meals	Worker Meals	Meals	À la Carte
A la Carte	0	0	0	0	0	0	0
Cafeteria Deli / Pizza	184	0	0	0	0	0	14
Cafeteria Grill / Market	82	0	0	0	0	0	15
Cafeteria Salsa	115	1	0	1	0	0	2
Cafeteria Salsa / Market	0	0	0	0	0	0	0
Express	0	0	0	0	0	0	0
Home Cookin'	0	0	0	0	0	0	0
Office	0	0	0	0	0	0	0

🖨 Print   Close

Accounts
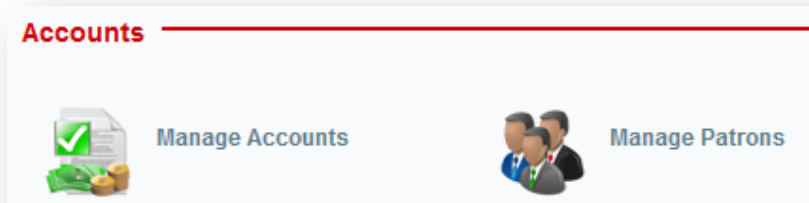
Manage Accounts

Include Exited/Inactive Students

Search by Student, Faculty, or Patron – ID Number
Search by Student, Faculty, or Patron – Name

Searches will pull up multiple types of users for faster searches

Accounts

Manage Patrons

Search for a Patron or

Create a << New Patron

**Or if you don't know the name of the patrons,
you can leave the field blank and search:**
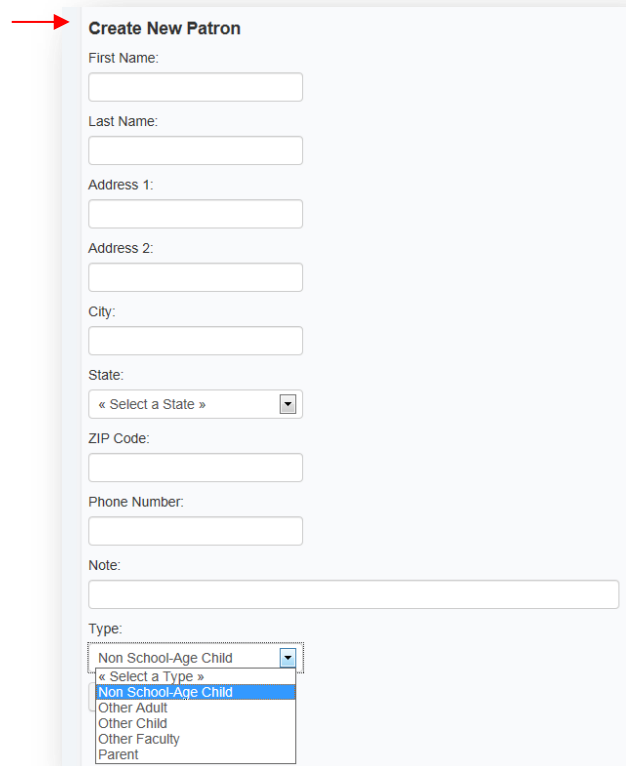
Create a <<New Patron – Enter all pertinent information

Patrons are not tied to a school. This will give users the ability for Patrons who are mobile in a district, to be served a meal at any school.

Create New Patron

First Name:

Last Name:

Address 1:

Address 2:

City:

State:

« Select a State »

ZIP Code:

Phone Number:

Note:

Type:

Non School-Age Child

« Select a Type »
Non School-Age Child
Other Adult
Other Child
Other Faculty
Parent

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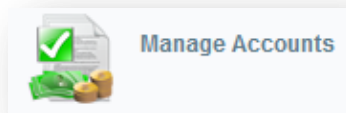
Manage Accounts

Selecting - Student Name shows Student general information

Selecting – the Student Icon opens the student Demographic Profile

<<Change Account >> - Selects another student account

Student Address is displayed, Student Birthdate, Grade Level and School Enrolled

Active – Students should be left Active for accessing all year, even if they exit the school.
Worker – Student is selected for a student worker (student server for the day or week)
          Selecting this will not charge the student's account for meals.
CHIP Opt Out – Children's Health Insurance Program - selecting this represents the guardian/parent has chosen not to be notified about this, again.

CHIP is a state health insurance plan for uninsured Utah children.
Families who do not have other insurance may qualify.

Status History (Free/Reduced/Full Pay) - displays student's status information
Add Status – a change in status can be added

Purchases – Meal Purchases for the student by date
Make Purchase – Meal Purchases can be added for the student by date

Pencil Icon 🖉 **- allows editing the transaction information**

❌ **Deletes the transaction**

Date	Location	Meal	Line	Item	Amount	Worker	Reimburse		
05/08/2013	Dunbar High School	Lunch	Line 1	Lunch	$-1.90	☐	☑	🖉	❌
05/08/2013	Dunbar High School	Breakfast	Line 1	Breakfast	$-2.25	☐	☑	🖉	❌
05/04/2013	Ouellette High School	Lunch	Ala Carte	Lunch	$-1.90	☐	☑	🖉	❌

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Payments –

Payments Tab – Meal Purchases for a student by date

Select -Make a Payment

Select -Date for Payment to be applied to the account

Select -Type of Payment – Online Payment is used for electronic payments from PayPal, etc.

Select -Track (school) will default to the school you are logged into or select the right school.

Select -Line – where you want the payment to be tracked, usually Office

Select -Amount – you want to transfer

Select -Note (optional) could be check number information, etc.

Online Payment

Payments –

Information is added:

Payment – Transfer

Select -Transfer

Select -Date for Payment to be applied to the account

Select -Amount – to transfer a payment

Select -Note (optional) could be check number information, etc.

Select -Destination – Select Account to transfer amount to……

Import Payments – Online Payments

This feature is used to import data from your purchased web online payment software like: **PayPal, Instant Payments,etc**. and also, export data from SIS2000+ and upload to your online vendor via the web.

This feature is not an electronic payment system software like PayPal or Instant Payments, but this option assists users to interact with a school's purchased electronic payment vendor on line.

Exporting a file from SIS2000+ for uploading to your purchased payment software

such as PayPal,   **Instant Payments**   **,or a different vendor - etc.**

Also, using the required fields listed below, users can import the student payment balances into SIS2000+ Food Service Module:

Required format users will need to give to their vendors.

Vendors will write the export out of the vendor's online payment software to match the criteria below:

```
THE TEXT FILE HAS FOUR FIELDS.csv (COMMA DELIMITED):

 Type ('S' for student, 'F' for faculty),

 ID,

 Payment Amount,

 Date (YYYY-MM-DD)

The Last Line Fields Are:

 Record Count,

 Payment Total,

 CheckSum (Sum of the ASCII Value of the 2nd to Last Character in the Student
ID)
```

Information for users who host their own database:

Here is a simple SQL example getting the checksum value from student id:

```sql
select ident,ASCII(SUBSTRING(ident,LEN(ident) - 1, 1)) AS chksum from studemo
```

When the vendor has written the export, users will export the data from the online payment software and import the data into SIS2000+. Work closely with your online vendor. If you need assistance, contact your SIS2000+ specialist.

Exporting a file for uploading to your purchased payment software such as PayPal, Instant Payments ,etc.:

Exporting Data **from SIS2000+** via the web for school electronic payment system option is done in Reports. Report Category – Report: Food Service Roster:

Report Category: Food Service	▼ Report: Food Service Roster	▼

Select: school(s) for exporting data from.
Data exported will be:
student ID numbers, student names and student food service balances for importing into your electonic payment vendor via the web.
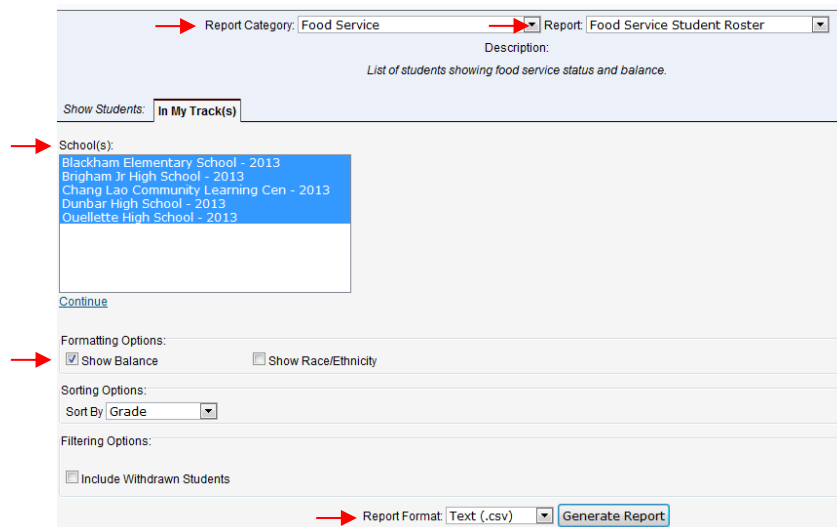
Users will need to inform their online vendors of the required field format:

Student ID, Student Name, Balance
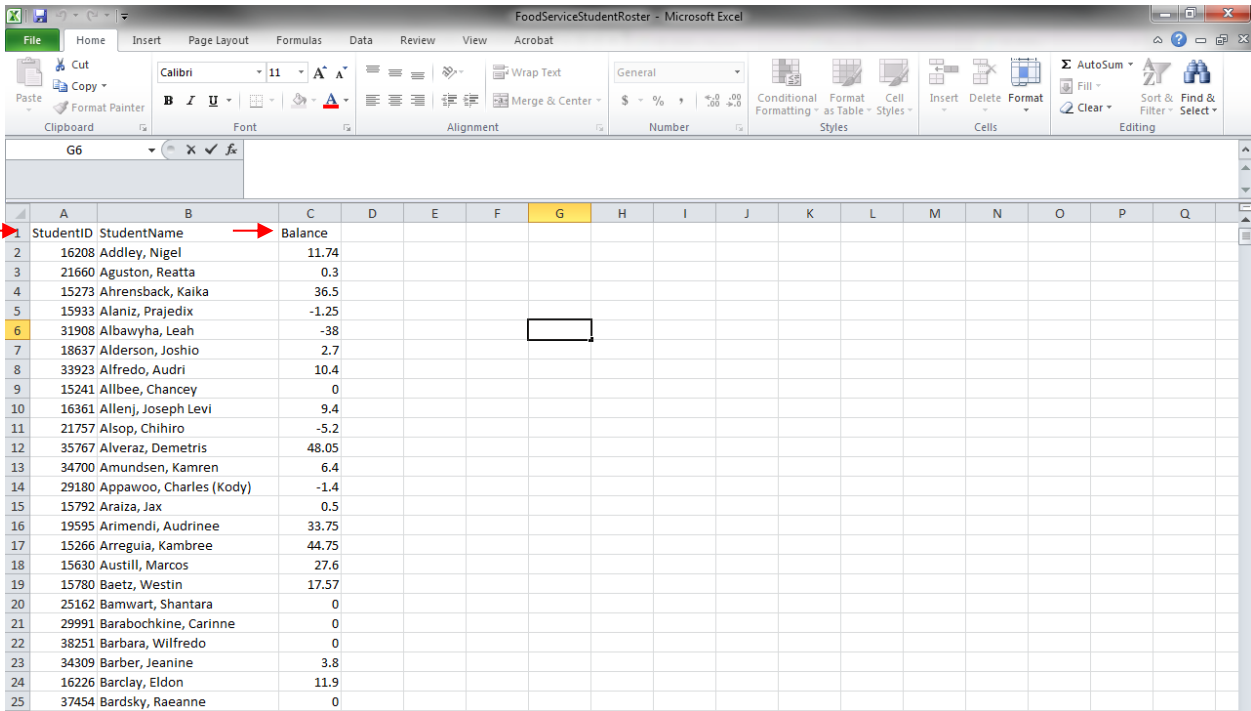
Report Format: Text.(csv)

Select - Formatting Options: Show Balance

Select - Report Format: Text (.csv)

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Here is what the file will look like after exporting it **from** SIS2000+ via the web and what your software vendor will create for you to be able to import back into the payment software.

Food Service Reports

Daily Detail Reports – Daily Payment Detail

Daily Detail Reports – Daily Meal Detail
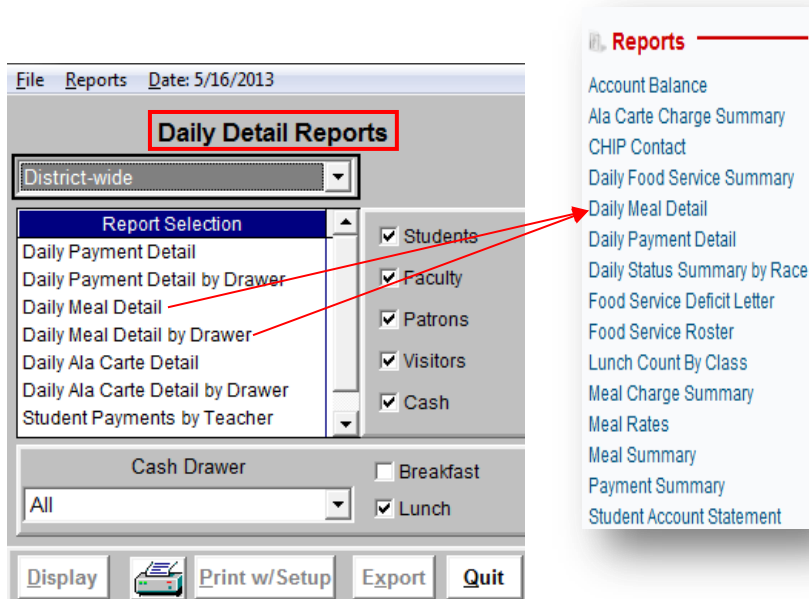
Daily Detail Reports – Daily Al a Carte
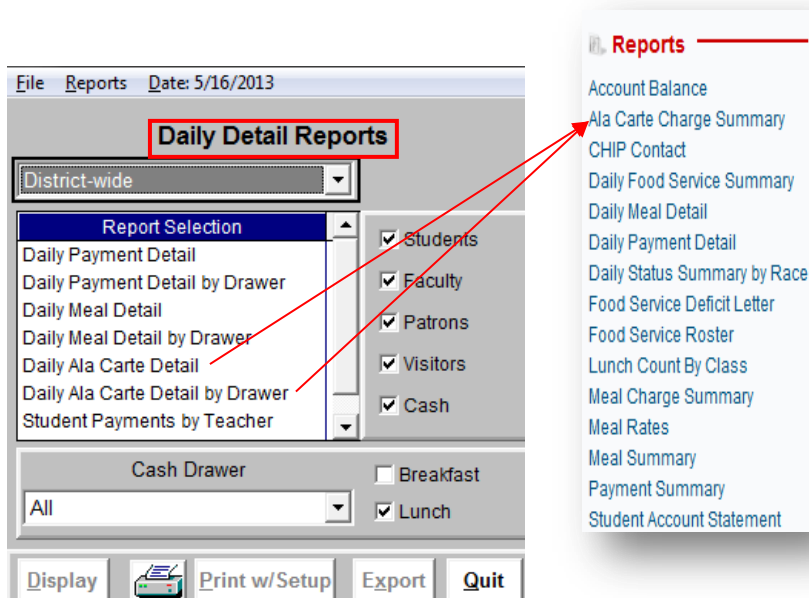
Reports we didn't recreate and move to the web:
Student Payments by Teacher Report
Student Meals by Teacher Report
Student Al a Carte by Teacher Report

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Daily Summary Reports –
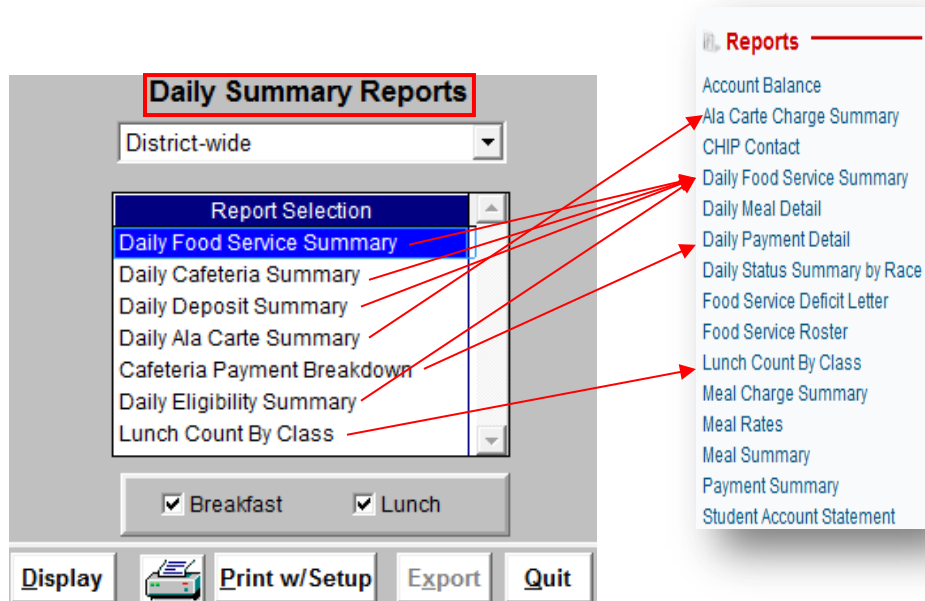
Monthly Summary Reports
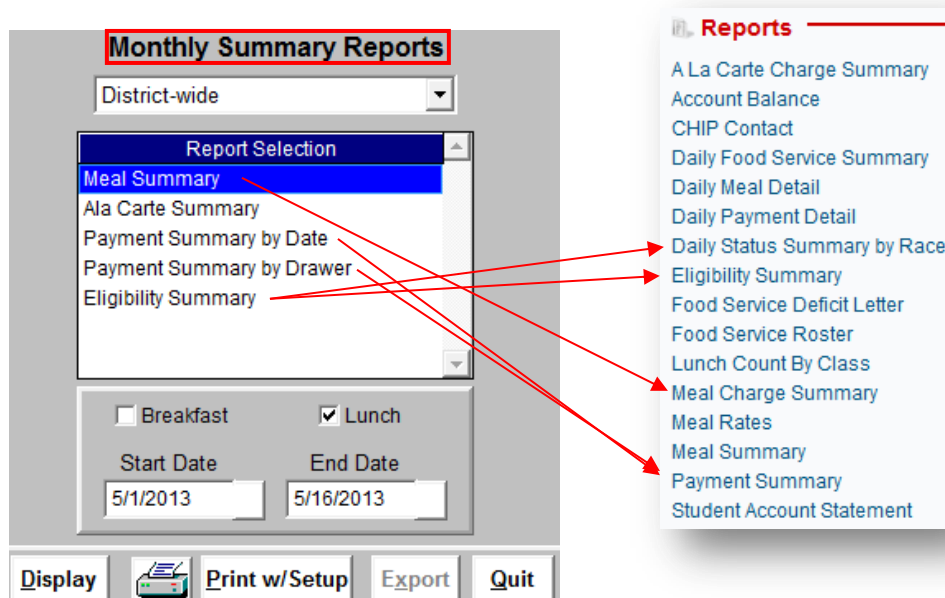
Food Service Rates Reports
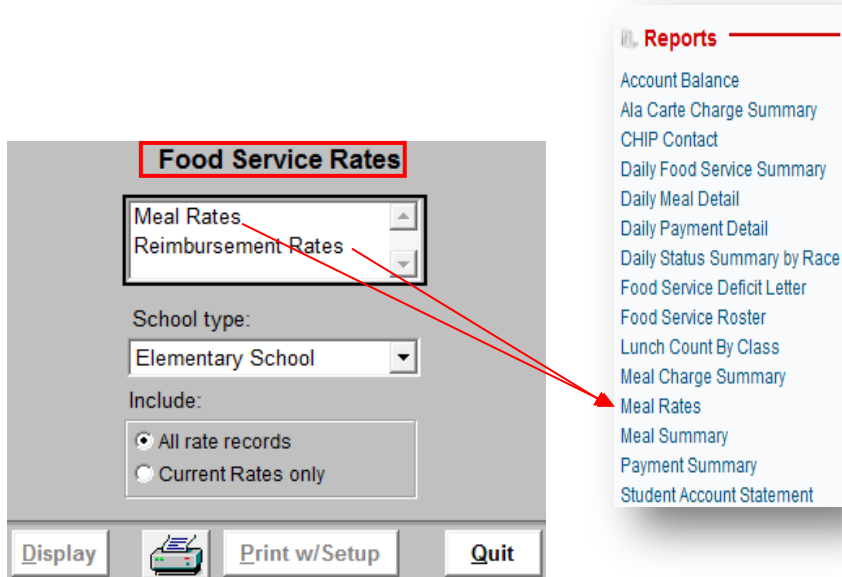
Account Status Reports
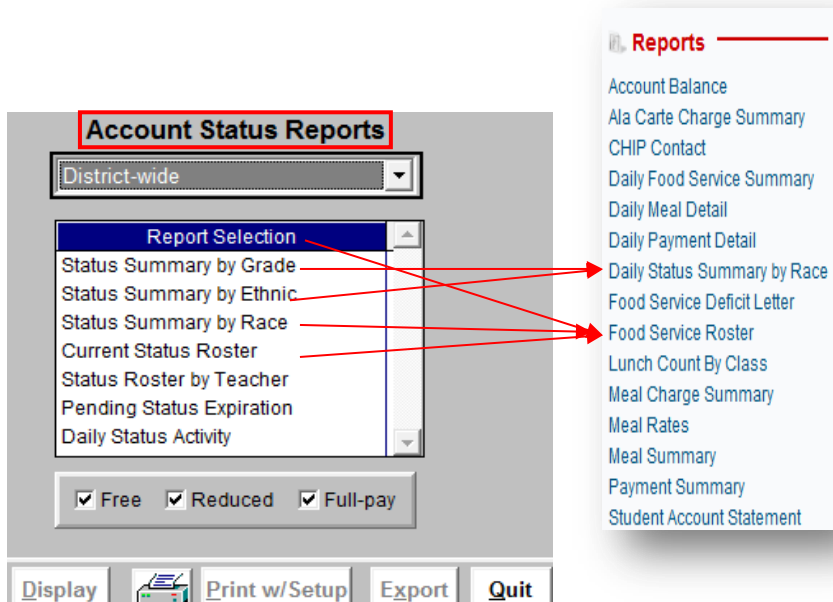
Reports we didn't recreate and move to the web:
Pending Status Expiration Report
Daily Status Activity Report

Account Balance Reports
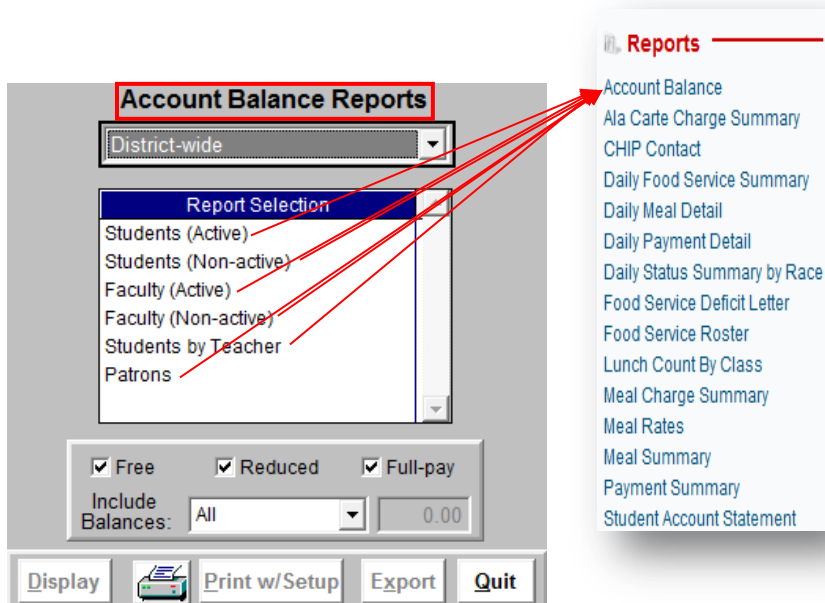
Food Service Rosters Reports
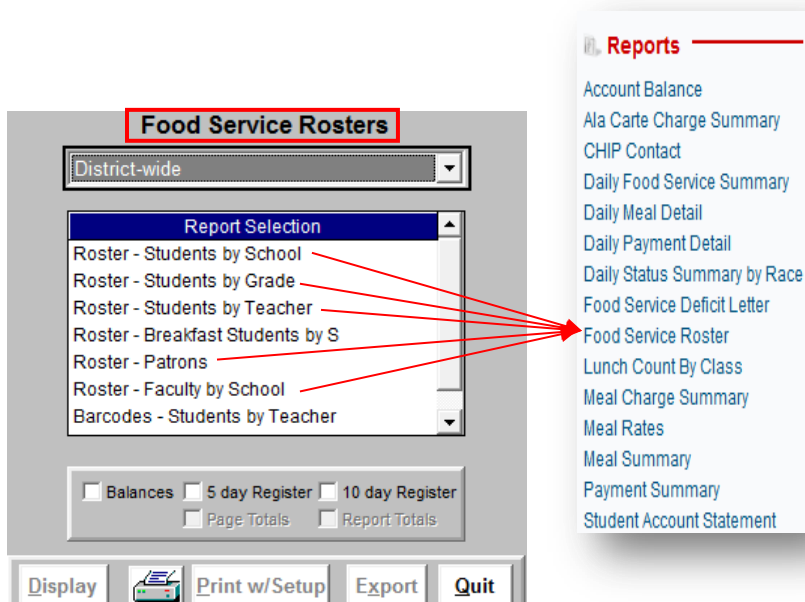
Food Service Rosters / Barcodes – Students by Teacher
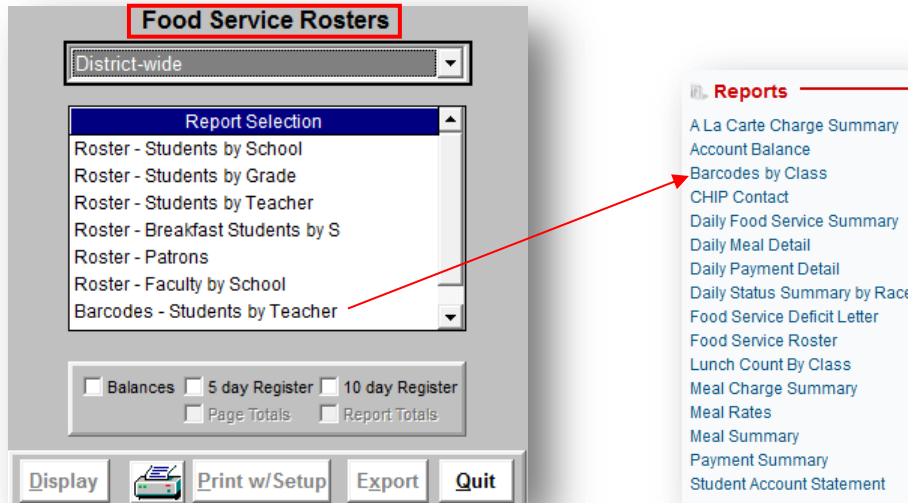
A La Carte Charge Summary Report (by Grade Level)

Date: 5/29/2013

A La Carte Charge Summary
Zorad School District
From: 8/21/2012 To: 5/29/2013

Ouellette High School (720)
Student
Free

Grade	Meal Type	Line	Item	Amount	Served	Total
11	Breakfast	A la Carte	Milk ONLY	$0.25	1	$0.25
			Grade 11 Total:		1	$0.25
12	Lunch	Line 1	Milk	$0.25	2	$0.50
			Grade 12 Total:		2	$0.50
			Free Total:		3	$0.75

Full

Grade	Meal Type	Line	Item	Amount	Served	Total
10	Breakfast	Line 1	Milk	$0.25	1	$0.25
			Milk ONLY	$0.25	1	$0.25
	Lunch	Office	Milk/Orange Juice	$0.25	1	$0.25
			Grade 10 Total:		3	$0.75

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Account Balance Report

Report Category: Food Service   Report: Account Balance

Account information is separated by school.

Show Detail – includes each student's detail transaction information.

Show Detail   Acct Balance at or below   Select:
1.00   Students

5/29/2013

Account Balance
Zorad School District
From: 8/21/2012 To: 5/29/2013
Balance at or below: $1.00

Blackham Elementary School (104)

Student		Transaction	Amount		
ID	Name	Count	Credit	Debit	Balance
35514	Balling, Peter Yu	0	$0.00	$0.00	$0.00
37376	Bensemon, Jamille	0	$0.00	$0.00	$0.00
33175	Bertram, Rian	0	$0.00	$0.00	$0.75
28966	Sheets, Kathern (Katie)	0	$0.00	$0.00	$0.00
37378	Slavens, Sheriff	0	$0.00	$0.00	$0.00
36651	Speelman, Angeleia	0	$0.00	$0.00	$0.50
23941	Thein, Abdul Aziz	0	$0.00	$0.00	-$1.60
38091	Tilley, Porsche	0	$0.00	$0.00	$0.00
37379	Tittotson, Isaias	0	$0.00	$0.00	$0.00
24654	Vanbibber, TJ	0	$0.00	$0.00	$0.00
33231	Villanueva, Poppygene	0	$0.00	$0.00	-$0.45
31252	Weatherford, Xavier	0	$0.00	$0.00	$0.05
Student Count: 72			$0.00	$0.00	-$23.57
School 104 Count: 72			$0.00	$0.00	-$23.57

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Application Approval Letter -   Is available, but there is no data to be able to produce the report at this time. There will be data available for you to pull on your own database.

Barcodes by Class – Avery Labels – 5160 recommended

CHIP Contact Report (Children's Health Insurance Program)

CHIP is a state health insurance plan for uninsured Utah children.
Families who do not have other insurance may qualify.
This report lists parents who have not opted out of being contacted for the health insurance plan information.

Students on this report may be contacted for the CHIP program by the Department of Health.

→ Report Category: Food Service → Report: CHIP Contact

Date: 5/29/2013   **Department of Health CHIP Contact Report**   Pag
                                    Zorad School District
                                    Ouellette High School

Student Name	Grade	Phone	Address	Parent Name
Aarzola, Mavanie B.	12	(555)378-6200	250 East 500 South, SLC 84111	Kennidee Cantarero
Abalos, Cherrie K.	12	(555)000-0000	250 East 500 South, SLC 84111	Randell Callison
Aburahma, Greg T.	11	(555)000-0000	250 East 500 South, SLC 84111	Ronna Daneals
Addley, Nigel N.	9	(555)000-0000	250 East 500 South, SLC 84111	Melanee Jeffers
Aguston, Reatta T.	9	(555)569-0210	250 East 500 South, SLC 84111	Rhianon Hard
Ahrensback, Kaika T.	9	(555)000-0000	250 East 500 South, SLC 84111	Osiris Blunk
Alaniz, Prajedix R.	9	(555)621-7893	250 East 500 South, SLC 84111	Candi Douthit
Aleshire, Letishia	11	(555)000-0000	250 East 500 South, SLC 84111	Jheresa Arevalo
Ali-Yallah, Brianna L.	12	(555)000-0000	250 East 500 South, SLC 84111	Tawna Fair
Allbee, Chancey M.	9	(555)000-0000	250 East 500 South, SLC 84111	Monett Dade
Amundsen, Kamren L.	9	(555)000-0000	250 East 500 South, SLC 84111	Johnathn Broughton
Araiza, Jax T.	9	(555)000-0000	250 East 500 South, SLC 84111	Nhan Crandalll
Arciga, Tamra	12	(555)000-0000	250 East 500 South, SLC 84111	Thanh Hoa Burgardt

Reports

A La Carte Charge Summary
Account Balance
Barcodes by Class
CHIP Contact
Daily Food Service Summary

Daily Food Service Summary Report- Sort by Food Service Line or Meal Type

→ Report Category: Food Service → Report: Daily Food Service Summary

School(s):
* District Wide
Big Town Jr High School - 2013
Blackham Elementary School - 2013
Chang LaoLao Community Learning - 2013
Dunbar High School - 2013
Edgmon High School - 2013
Ouellette High School - 2013

Select All   Clear   Continue>>

Sorting Options:
Sort By Food Service Line ▾
        Food Service Line
Filtering Meal Type

Date: 04/15/2013

Reports

A La Carte Charge Summary
Account Balance
CHIP Contact
Daily Food Service Summary
Daily Meal Detail
Daily Payment Detail

5/29/2013   → **Daily Food Service Summary**
                            Zorad School District
                            For: 4/15/2013

Total for All Schools:

Payments/Credits	
Total:	

	Breakfast Summary				Lunch Summary			
	Free	Reduced	Full Pay	Total	Free	Reduced	Full Pay	Total
Enrollment	1122	319	3552	4993	1122	319	3552	4993
Eligible (93.0%)	1043	297	3303	4643	1043	297	3303	4643
Meals Served	0	0	0	0	0	0	0	0
Participation (%)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Daily Status Summary by Race (and Ethnicity)

5/29/2013 → **Daily Status Summary by Race/Ethnicity**

Breakfast

Ethnicity	Race	Free	Reduced	Full Pay	Worker	All
H	AS	2	0	0	0	2
H	BL	1	0	0	0	1
H	PI	1	0	0	0	1
H	WH	8	2	0	0	10
N	AS	2	0	0	0	2
N	BL	1	0	0	0	1
N	IN	2	0	0	0	2
N	PI	2	0	1	0	3
N	WH	21	0	6	0	27
Breakfast Total:		**40**	**2**	**7**	**0**	**49**
School 704 Total:		**40**	**2**	**7**	**0**	**49**

Reports
- A La Carte Charge Summary
- Account Balance
- CHIP Contact
- Daily Food Service Summary
- Daily Meal Detail
- Daily Payment Detail
- Daily Status Summary by Race
- Eligibility Summary
- Faculty Account Statement
- Food Service Deficit Letter
- Food Service Roster
- Lunch Count By Class
- Meal Charge Summary
- Meal Rates
- Meal Summary
- Payment Summary
- Student Account Statement

Direct Certification Notification Letter - Is available, but there is no data to be able to produce the report at this time. There will be data available for you to pull on your own database.

Reports
- A La Carte Charge Summary
- Account Balance
- Application Approval Letter
- Barcodes by Class
- CHIP Contact
- Daily Food Service Summary
- Daily Meal Detail
- Daily Payment Detail
- Daily Status Summary by Race
- Direct Certification Notification Letter
- Eligibility Summary
- Faculty Account Statement
- Food Service Deficit Letter
- Food Service Roster
- Lunch Count By Class
- Meal Charge Summary
- Meal Rates
- Meal Summary
- Payment Summary
- Student Account Statement
- Student Meal Cards
- Temporary 30 Day Letter

Eligibility Summary Report

Select: District Wide for all school information or select and individual school.

Select Filtering Option Dates   - Users can select one day As of 10/01/2013 To 10/01/2013

Select Food Service Options – Breakfast / Lunch or both

Eligibility Summary Report

Faculty Account Statement

Users can add – Additional Comments for more instructions or information.

Additional Comments are deleted after printing.

Food Service Deficit Letter - Prints two letters per page

Additional Comments are deleted after printing.

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Food Service Deficit Letter -

6/19/2013

Ouellette High School (720)
250 East 500 South, SLC, UT 84111
(555)538-3131

To the Parent or Guardian of:
Greg Aburahma
250 East 500 South
SLC, UT 84111

Dear Parent/Guardian:

Please be advised that your student Greg has a low balance of $0.10 with the school food service department.

Please bring lunch money by tomorrow. Thanks!!!!

Sincerely,

School Nutrition Program Director

Non-Discrimination Statement:
This explains what to do if you believe you have been treated unfairly. "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

Food Service Roster Report -

Date: 6/18/2013   **Food Service Roster**

Zorad School District

Ouellette High School (720)
Student

Account ID	Name	Status	Grade	Balance	Race/Ethnicity
16208	Addley, Nigel	Free	9	11.74	White
15273	Ahrensback, Kaika	Free	9	36.50	White
15933	Alaniz, Prajedix	Free	9	-1.25	White
15241	Allbee, Chancey	Free	9	0.00	White
15792	Araiza, Jax	Free	9	0.50	White
25162	Bamwart, Shantara	Free	9	0.00	Hispanic
29991	Barabochkine, Carinne	Free	9	0.00	White
16438	Barretto, Caz	Free	9	6.25	Hispanic
20771	Beason, R-Mac	Free	10	11.85	Multiple Races
38020	Beringer, Alexandar	Free	9	0.00	Hispanic

Food Service Roster Report -

Date: 6/18/2013

Food Service Roster
Zorad School District
Summary by Race/Ethnicity

All Schools

Free	Race/Ethnicity	Count
	American Indian/Alaskan Native	1
	Asian	2
	Black or African American	2
	Hispanic	28
	Multiple Races	5
	Native Hawaiian/Other Pacific Islander	1
	White	88
	Total Free:	**127**

Full	Race/Ethnicity	Count
	American Indian/Alaskan Native	1
	Asian	4
	Black or African American	4
	Hispanic	58
	Multiple Races	8
	Native Hawaiian/Other Pacific Islander	10
	White	567
	Total Full:	**652**

Reduced	Race/Ethnicity	Count
	Black or African American	1
	Hispanic	4
	Multiple Races	2
	White	32
	Total Reduced:	**39**
	Total:	**818**

Lunch Count by Class Report - Is available, but there is no data to be able to produce the report at this time. There will be data available for you to pull on your own database.

Eligibility Summary
Faculty Account Statement
Food Service Deficit Letter
Food Service Roster
Lunch Count By Class
Meal Charge Summary
Meal Rates
Meal Summary
Payment Summary
Student Account Statement

Meal Charge Summary Report -

Date: 6/18/2013

Meal Charge Summary
Zorad School District
From: 8/21/2012 To: 6/18/2013

Dunbar High School (712)

Account Type	Grade	Meal Type	Status	Amount	Served	Amount
Student	9	Breakfast	Free	$0.00	2	$0.00
				$2.25	1	$2.25
			Grade 9 Total:		**3**	**$2.25**
	10	Breakfast	Full	$2.25	1	$2.25
			Grade 10 Total:		**1**	**$2.25**
	12	Breakfast	Free	$0.00	1	$0.00
				$2.25	2	$4.50
			Full	$2.25	2	$4.50
		Lunch		$1.90	1	$1.90
			Grade 12 Total:		**6**	**$10.90**
			Student Total Served:		**10**	**$15.40**
			School 712 Total Served:		**10**	**$15.40**
			Total Served:		**10**	**$15.40**

Eligibility Summary
Faculty Account Statement
Food Service Deficit Letter
Food Service Roster
Lunch Count By Class
Meal Charge Summary
Meal Rates
Meal Summary
Payment Summary
Student Account Statement

Meal Rates Report -

6/18/2013

Meal Rates
Zorad School District
For: 6/18/2013

Ouellette High School (720)

Food Type	Food Item	Rate Type	From Grade	Effective	Expire	Rate
À la carte	A la Carte	Adult		4/17/2013	6/30/2013	0.75
		Adult Worker		4/17/2013	6/30/2013	0.75
		Child		4/17/2013	6/30/2013	0.75
		Student Free	9	4/17/2013	6/30/2013	0.75
		Student Free Worker	9	4/17/2013	6/30/2013	0.75
		Student Full	9	4/17/2013	6/30/2013	0.75
		Student Full Worker	9	4/17/2013	6/30/2013	0.75
		Student Non Reimbursable	9	4/17/2013	6/30/2013	0.75
		Student Non Reimbursable Worker	9	4/17/2013	6/30/2013	0.75
		Student Reduced	9	4/17/2013	6/30/2013	0.75
		Student Reduced Worker	9	4/17/2013	6/30/2013	0.75
À la carte	Breakfast Entree	Adult		7/1/2012		0.50
		Adult Worker		7/1/2012		0.50
		Child		7/1/2012		0.50
		Student Free	9	7/1/2012		0.50
		Student Free Worker	9	7/1/2012		0.50
		Student Full	9	7/1/2012		0.50
		Student Full Worker	9	7/1/2012		0.50

Eligibility Summary
Faculty Account Statement
Food Service Deficit Letter
Food Service Roster
Lunch Count By Class
Meal Charge Summary
Meal Rates
Meal Summary
Payment Summary
Student Account Statement

Meal Summary Report –

Filtering Options:

As Of 08/21/2012   To 06/18/2013

➡ Food Service Options:

Select:

Breakfast
Lunch

Select All Clear

Eligibility Summary
Faculty Account Statement
Food Service Deficit Letter
Food Service Roster
Lunch Count By Class
Meal Charge Summary
Meal Rates
➡ Meal Summary
Payment Summary
Student Account Statement

6/18/2013

➡ **Meal Summary**
Zorad School District
From: 8/21/2012 To: 6/18/2013

Ouellette High School (720)

| Lunch | | Faculty | Students | | | | Patrons | | |
Date		Count	Free	Reduced	Full	Non-Reimb	Adult	Child	Totals
4/1/2013	Workers	0	0	0	1	0	0	0	1
4/1/2013	Meals	0	0	1	0	0	1	1	3
4/26/2013	Meals	2	0	0	4	0	2	1	9
5/1/2013	Meals	2	2	2	28	0	1	1	36
5/2/2013	Meals	0	0	0	3	0	0	0	3
5/4/2013	Meals	0	0	0	1	0	0	0	1
5/9/2013	Meals	2	1	0	2	0	2	1	8
5/14/2013	Meals	0	0	0	2	1	0	0	3
5/15/2013	Meals	0	0	0	3	2	0	0	5
5/22/2013	Meals	2	1	0	5	0	2	1	11
6/5/2013	Workers	0	0	1	0	0	0	0	1
6/5/2013	Meals	0	0	0	1	0	0	0	1

➡ **Lunch Totals:**

	Meals	8	4	3	49	3	8	5	80
	Workers	0	0	1	1	0	0	0	2

➡ **School 720 Totals:**

	Meals	8	4	3	49	3	8	5	80
	Workers	0	0	1	1	0	0	0	2

➡ **Totals for Selected Schools:**

	Meals	8	4	3	49	3	8	5	80
	Workers	0	0	1	1	0	0	0	2

Payment Summary by Date Report -

Student Account Statement –

Users can add customized information in the Additional Comments fields. Comments are deleted after printing.

6/18/2013

Zorad School District
Dunbar High School (712)
250 East 500 South, SLC, UT 84111
(555)878-0230

To the Parent or Guardian of:
Aprilee Abdo
250 East 500 South
SLC, UT   84111

Dear Parent/Guardian:

Your student, Aprilee, has a Food Service account balance of -$3.70. If the account shows a negative balance, please make arrangements to pay the amount due. If a discrepancy should exist, please contact the school.

Please bring money to help keep your account from being deficit. Thanks

Sincerely,

School Nutrition Program Director

Student Mailing Labels – are found under -

Report Category: Enrollment ----- Report: Student Mailing Labels

Report Category: Enrollment ➤ Report: Student Mailing Labels

Student Mailing Labels – Recommended Labels: Avery 5160

Permissions must be given to lunch personnel in Control Master Application- under Enrollment Group Category –

Select: Groups – Food Service Admin, Food Service, etc.

Select: Permissions / Group Permissions: Enrollment / Reports / Student Mailing Labels

Select All Students to pull all students for Food Service Options of Free, Reduced and Full Pay

Formatting Options – allows a user to start on a specific label on the sheet of Avery Labels 5160 going down the columns   left to right ………

Sorting Options:
Sort by – Student or Contact Name
         Teacher for Period – with Period Selection

Filtering Options: Grade Levels

Grades 9 - 12   Reports:
Students
Parent/Guardian of Students
Contacts
Households

Report Selections: Students

Grades 9 - 12   Reports:
Students
Parent/Guardian of Students
Contacts
Households

Greg Aburahma
250 East 500 South
SLC, UT   84111

Shawndean Bernkopf
250 East 500 South
SLC, UT   84111

Jedidiah Candia
250 East 500 South
SLC, UT   84111

Parent/Guardian of Students

Grades 9 - 12   Reports:
Students
Parent/Guardian of Students
Contacts
Households
Select All   Clear

To the Parents or Guardians of:
Greg Aburahma
250 East 500 South
SLC, UT   84111

To the Parents or Guardians of:
Shawndean Bernkopf
250 East 500 South
SLC, UT   84111

To the Parents or Guardians of:
Jedidiah Candia
250 East 500 South
SLC, UT   84111

Contacts

Grades 9 - 12   Reports:
Students
Parent/Guardian of Students
Contacts
Households
Select All   Clear

Garnett Abner
250 East 500 South
SLC, UT   84111

Elric Batdorff
250 East 500 South
SLC, UT   84111

Bryn Cacillo
250 East 500 South
SLC, UT   84111

Households (one label will be printed per household)

Labels going down the columns left to right ………

Grades 9 - 12   Reports:
Students
Parent/Guardian of Students
Contacts
Households
Select All   Clear

To the Parents or Guardians of:
Student(s) at Ouellette High School
250 East 500 South
SLC,   84111

To the Parents or Guardians of:
Student(s) at Ouellette High School
250 East 500 South
SLC,   84111

To the Parents or Guardians of:
Student(s) at Ouellette High School
250 East 500 South
SLC,   84111

To the Parents or Guardians of:
Student(s) at Ouellette High School
250 East 500 South
SLC, UT   84111

To the Parents or Guardians of:
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250 East 500 South
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To the Parents or Guardians of:
Student(s) at Ouellette High School
250 East 500 South
SLC, utah   84111

To the Parents or Guardians of:
Student(s) at Ouellette High School
250 East 500 South
SLC, utah   84111

To the Parents or Guardians of:
Student(s) at Ouellette High School
250 East 500 South
SLC, utah   84111

Student Meal Cards– Recommended Labels: Avery 6578 - a laser jet printer recommended for best quality.

Permissions must be given to lunch personnel in Control Master Application- under Food Service Group Category –

Select: Groups – Food Service Admin, Food Service, etc.

Select: Permissions / Group Permissions: Food Service / Reports / Student Meal Cards

Brianna Aarzola	Greg Aburahma	Saleha Addy
ID: 23897 Grade: 12	ID: 27784 Grade: 11	ID: 25185 Grade: 11
Teacher: Abreu, Romeo	Teacher: Abreu, Romeo	Teacher: Abreu, Romeo
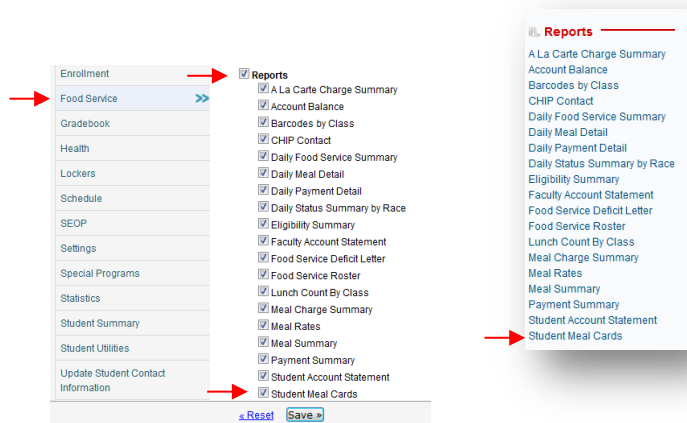
Cherrie Abalos	Ventura Acevedo	Lenola Adohene
ID: 10908 Grade: 12	ID: 28974 Grade: 10	ID: 6214 Grade: 12
Teacher: Abreu, Romeo	Teacher: Abreu, Romeo	Teacher: Branich, Candis

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Temporary 30 Day Letter – Notifies parents / guardians they have 30 days to resubmit an Eligibility Application for their students to continue to have free/reduced meals for the new school year.

Reports

A La Carte Charge Summary
Account Balance
Application Approval Letter
Barcodes by Class
CHIP Contact
Daily Food Service Summary
Daily Meal Detail
Daily Payment Detail
Daily Status Summary by Race
Direct Certification Notification Letter
Eligibility Summary
Faculty Account Statement
Food Service Deficit Letter
Food Service Roster
Lunch Count By Class
Meal Charge Summary
Meal Rates
Meal Summary
Payment Summary
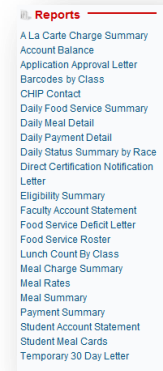Student Account Statement
Student Meal Cards
Temporary 30 Day Letter

Zorad School District
250 East 500 South, SLC, UT 84111
(555)000-0000

8/1/2013

Janeine Linch
250 East 500 South
SLC, UT   84111

Dear Parent/Guardian:

The free/reduced application Zorad School District Food Service had on file for fiscal year 2013 permitted your child/children to be served free or reduced meals for 30 days at the beginning of the 2013-2014 school year.

You will need to fill out a new application at your child/children's school to continue receiving lunch and / or breakfast for the rest of the school year. If your child's school cafeteria does not receive a completed application at this time, you will need to provide your child/children with money or a sack lunch.

If you have any questions you may call the school.

Tips:

Food Service Options:

Food Service Options:

Acct Balance at or below

1.00

Select:

Free
Reduced
Full Pay

Select All Clear

Account Balance at or below:
(balance field can be left blank and it will pull all $ amounts)

Select – Free, Reduced, Full Pay, or all three

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